

# **CRIMINAL JUSTICE EDUCATION & TRAINING STANDARDS COMMISSION**

## **2020 IN-SERVICE TRAINING**



## **FREQUENTLY ASKED**

# QUESTIONS

**CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION**

**FREQUENTLY ASKED QUESTIONS**

**2020**

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## **REMINDERS**

### **NCJA Firearms Qualification and Lesson Plan**

Day and Night Combat/Encounter Shooting still required.

When instructing the portion of the lesson plan on the day and night combat/encounter course of fire, there should be some type of “decision-making shooting” component.

### **Credits vs. Hours**

Both the Sheriffs’ Commission and Criminal Justice Commission recognize when instruction occurs with only a small number of students, the full number of hours required may not always be needed to fully cover the materials. Therefore, if a lesson plan is developed for a specific number of hours and a person completes the training in less than or more than the recommended hourly increments, the person will receive the number of credits that correspond to the number of hours (i.e., Legal Update is designed to be delivered in 4 hours, will yield 4 credits), as long as all materials are covered in their *entirety and as designed*.

### **Instructors**

Instructors must continue to pass a written test on course materials requiring testing PRIOR to teaching a block of instruction in order to receive in-service credit for the course.

There are some exceptions for officers to receive in-service credit from attending certain classes delivered by non-CJ certified instructors. Refer to North Carolina Administrative Code for these exceptions.

### **Instructor Certification Procedure**

Beginning January 1, 2017, all certified General and Specialized instructors are required to complete a 1-hour instructor update training course once per calendar year.

This course is only offered via the NC Justice Academy’s online training portal.

Also beginning January 1, 2017, in order to maintain certification as a General Instructor, there will no longer be a requirement to deliver a specific number of instructional hours. However, to maintain certification as a Specialized Instructor, you will continue to be required to deliver a minimum of twelve (12) evaluated hours of instruction in a Commission-mandated basic or Commission-recognized in-service training course every three years. This instruction must be delivered in each topical area for which the instructor holds specialized certification.

Note: Pursuant to 12 NCAC 09B.0305, in order to renew a Specialized Firearms Instructor certification, the applicant must have met the minimum score of 92 on day and night BLET firearms qualification courses. For Specialized Physical Fitness, the applicant must have passed the POPAT. Proficiency for both must be completed during the three-year period of certification

preceding the application for renewal and administered by a like certified instructor.

### **Specialized Instructor Certification - CPR requirement**

Per 12 NCAC 09B .0304, applicants for Specialized Instructor Certification shall possess a valid CPR certification that includes cognitive and skills testing, through the American Red Cross, American Heart Association, American Safety, and Health Institute, or National Safety Council.

Applicants for initial Specialized Instructor Certification and those applying for renewal, can now send a copy of the completion certificate of the CPR course, or a copy of the class roster signed by the instructor, along with the required Specialized Instructor Certification application, and other documents as listed in 12 NCAC 09B .0304 and 12 NCAC 09B .0305. Criminal Justice Standards no longer requires a copy of the CPR card due to their increasing cost.

## **GENERAL INFORMATION**

### ***1. What are the in-service training requirements?***

Administrative Code 12 NCAC 09E outlines the in-service training requirements. In summary, these rules require that every law enforcement officer certified by the Criminal Justice Education and Training Standards Commission must receive 24 credits of in-service training annually.

### ***2. What are the new required topics for 2020?***

There are 18 required credits:

2020 Firearms Training and Qualification (4 credits)  
2020 Legal Update (4 credits)  
2020 Long Term Effects of Childhood Adversity (2 credits)  
2020 Armed/Unarmed Security/Company Police: Understanding Their Roles and Authority (2 credits)  
2020 The Signs Within: Suicide Prevention Education and Awareness (2 credits)  
2020 Career Survival: Training and Standards Issues (2 credits)  
2020 Communication Strategies When Encountering Persons Who are Deaf or Hard of Hearing (2 credits)

### ***3. What are the topics of choice for 2020?***

There are 12 credits available:

Hazardous Materials (2 credits)  
Bloodborne Pathogens (2 credits)  
Law Enforcement Threat Assessment (4 credits)

Situational Awareness/Subject Control (4 credits)

**4. *When will officers have to have their in-service training completed?***

All sworn officers holding NC General Certification through Criminal Justice Standards on December 31 of the current calendar year must complete 2020 training between January 1, 2020 - December 31, 2020.

**5. *Who is responsible for creating the in-service material, and how can an officer obtain that training?***

The Administrative Code directs the NC Justice Academy to develop instructor and student lesson plans and training aids for the "Required In-service Training Topics." Additionally, the NC Justice Academy will develop lesson plans that may be used for Department Topic of Choice.

These materials may be obtained at cost from the NC Justice Academy, and are also accessible for download via the instructor's in-service page. The agency head is responsible for ensuring that all certified officers receive the training.

**6. *Can an officer miss any of the training?***

No. All officers certified by Criminal Justice Standards holding NC General Certification on December 31 of the current calendar year must attend 100% of the training. Failure to participate in and successfully complete all of the Required Annual In-Service Training Topics during the calendar year of service will result in the suspension of the officer's certification by the Director of the Criminal Justice Standards Division.

**7. *If a lesson plan is developed for a specific amount of hours, what happens if an instructor completes that training is less than or more than the hourly increment?***

Lesson plans are designed to be delivered in approximate hourly increments; however, a person completing the training in less than or more than the hourly increment will receive the number of credits that correspond to the number of hours (i.e., Legal Update designed to be delivered in 4 hours, will yield 4 credits) as long as all materials are covered in their entirety and as designed.

## **INSTRUCTORS**

**8. *Do all instructors teaching mandated in-service courses need to be Commission-certified?***

Instructors teaching required in-service training courses **must be** certified as a General Instructor or Professional Lecturer, at a minimum, by the Criminal Justice Standards

Commission. The use of guest participants is permitted, provided they are subject to the direct on-site supervision of a Commission-certified instructor. General Telecommunicator Instructor Certification and General Detention Officer Instructor Certification are not required to teach the topics to telecommunicators or detention officers.

**9. *Do I have to teach the Instructor Updates course to teach the blocks of instruction for in-service training?***

No. The Instructor Updates courses are optional only, and provided on both the east and west campuses of the North Carolina Justice Academy in order for Training Coordinators and instructors to hear directly from the developers. This may be helpful by providing insight into how you may want to deliver the course and in choosing the best instructor for those blocks.

You can register for Instructor Updates courses through your Acadis portal.

**10. *If I am an instructor and attend the In-Service Instructor Updates course, do I earn my own in-service credit?***

The Commission has approved in-service credit for courses delivered in their entirety and as designed. If you are an instructor, attend the block in its entirety, sign the roster, and successfully pass the test, you will receive your own in-service credit for that block. Those same requirements must be followed for each block offered during In-Service Instructor Updates in order to receive in-service credit. If you have an Acadis account, this training history will be accessible to you. At no time can in-service credit be earned for the upcoming year if the course is offered earlier than 60 days prior to December 31 of the current year.

**11. *Who can teach the Legal Update in-service training course?***

A Commission-certified General Instructor may teach Legal Update. However, if an agency wishes to use an attorney and he/she is not already a Commission-certified instructor, they must submit an application for Professional Lecturer Certification and be issued that certification.

**12. *Who can teach Situational Awareness/Subject Control?***

If you choose to teach using the NC Justice Academy's "Situational Awareness/Subject Control" lesson plan, it must be taught by a Commission-certified specialized SCAT Instructor.

**13. *Do I get my own in-service credit by teaching that block of instruction in the traditional classroom?***

If you are the instructor teaching a course in a traditional classroom setting, then you can earn in-service credit for that course upon successful completion of the mandated testing requirement. Documentation that verifies passing the written test, and your name on the course roster as the instructor, should be on record with the training provider. Note: Instructor testing is available on-line via the NCJA in-service page.

**14. *Do I get my own in-service credit by teaching that block by a method other than a traditional classroom setting?***

If you are the instructor teaching a course by a method other than a traditional classroom setting (example: online delivery), then you do not earn in-service credit for that course.

**15. *When do instructors get credit for the instructor renewal for teaching in-service blocks of instruction?***

Assuming all lesson plans are written in accordance with Commission standards, instructors will receive credit towards their instructor renewal for teaching any Commission recognized in-service topic delivered in the traditional classroom format for which the Commission has certified them to teach. Instructors will receive credit for evaluation purposes for the number of hours actually taught in Commission courses, regardless of the number of credits that may be issued for successful completion of the course.

Probationary and General Instructors will receive credit for teaching any in-service topic not considered a specialized topic as outlined in 12 NCAC 09B.0304 except for those delivered on-line. To receive credit for teaching in a specialized topic area as outlined in 12 NCAC 09B.0304, the instructor must be certified by the Commission as a specialized instructor in the topic area.

**16. *What happens if I fail to complete the 1-hour instructor update course by December 31 of the current year?***

General or Specialized Instructors failing to complete the 1-hour instructor update during a given calendar year must deliver 8 hours of evaluated Commission-mandated basic or Commission-recognized in-service training **and** complete the 1-hour instructor update before March 1 of the following year. Note: The 8 hours of evaluated training must take place between January 1 and March 1 of the following year.

Professional lecturers are not required to complete the 1-hour update course.

Failure to complete both of these steps will result in a loss of all instructor certifications.

**17. *Which school or agency will offer the 1-hour instructor update?***

The NC Justice Academy is the only school offering this course. It can be assigned to you through your online training portal. To create a training portal account, follow this link: <https://ncdoj.gov/ncja/nc-justice-academy-training-portal/>

**18. *Do I need to submit an F-12 (Renewal of Instructor Certification), to the Standards Division?***

No. General Instructors are no longer required to submit Form F-12A.

Note: Probationary and Specialized Instructors will be required to submit Form F-12A in order to maintain certification. Professional lecturers are required to submit Form F-12A every three years to retain certification.

**19. *How many evaluated hours of teaching are required for Probationary status instructors?***

Beginning January 1, 2017, instructors holding Probationary status are required to deliver 8 hours of evaluated instruction in a Commission-mandated basic or Commission-recognized in-service training course.

## **LESSON PLAN INFORMATION**

**20. *Does the agency have to use the newly developed lesson plan each year or can they utilize previously developed lesson plans?***

Departments must use the current lesson plan as a minimum for “Required In-Service Training Topics.” Previously developed lesson plans may be used for the Department Topic of Choice under the following conditions:

- a) The lesson plans are reviewed for correctness.
- b) The academic checklist is updated to reflect it was reviewed and/or revised, by whom and when.
- c) The footer is updated to reflect the current training year.
- d) The lesson plan is kept on file with the agency.

**21. *Do I have to teach the lesson plan as-is, or may I modify the information in the lesson plan?***

Instructors are required to teach the lesson plan as written including videos and discussion points to the best of their ability. Information may be added to the lesson plan to enhance the student’s learning experience; however, the information should be appropriate in



relation to the topic and in accordance with agency policy. The Chief/Designee should approve of any changes to the lesson plan. The lesson plan should be retained on file with the agency.

***22. Is the instructor required to provide the student with a copy of the student lesson plan or outline when teaching mandated in-service training?***

The Administrative Code stipulates that the mandated in-service courses developed by the NC Justice Academy shall be applied as a minimum curriculum. Although not specifically required in the Rule, it is strongly encouraged that instructors provide each student with a copy of the student lesson plan during the course delivery.

***23. Does the department have to physically keep the lesson plan from such places as community colleges or the NC Justice Academy?***

No, a certificate or roster is satisfactory. The provider will keep the lesson plan.

***24. How long will the provider have to keep the lesson plans?***

The training provider should keep the lesson plan(s) indefinitely.

***25. Can additional firearms hours (above the 4 required) be used for a portion of the Department Topic of Choice requirement?***

Yes. The firearms training must be different than the required training and must be accompanied by a separate lesson plan that is kept on file.

***26. Does the agency have to teach the topical areas listed as department choices, or can the agency teach something else?***

The NC Justice Academy agrees to develop topical areas for delivery under the department choice category annually. These topics are **NOT** required to be taught as the department choice. An agency can teach any topic of which the Chief approves as long as all Commission requirements (9E .0104 and .0105) for training delivery are met.

***27. How do I get the annual in-service training material from the NC Justice Academy?***

There are two methods to obtain materials:

Instructor and student lesson plans, tests, PowerPoint shows, handouts, and CDs can be purchased from the NC Justice Academy bookstore. An order form may be obtained via NCJA webpage. These materials will be available on CD or flash drive, with the exception

of Situational Awareness/Subject Control, which is only available on CD and online (flash drive not available).

Instructor and student lesson plans, tests, PowerPoint shows, and handouts will be available on the Justice Academy's In-Service webpage. If you are an agency head, school director, or training coordinator, e-mail Merrily Cheek at [mcheek@ncdoj.gov](mailto:mcheek@ncdoj.gov) to obtain the log-in credentials to the material. Additionally, instructor testing which is required prior to teaching an in-service block, is also available on the In-Service page.

## **DELIVERY ISSUES/TESTING**

### **28. *What are the Commission's criteria for training delivery?***

- a) Training must be documented by a roster which includes: student names, date/time of training, instructional topic, credits taught, instructor's name, test results, and training provider.

**NOTE:** An example training roster has been created, and training providers are highly encouraged to use it. You can download the form from the Criminal Justice Law Enforcement Training and Standards webpage at <https://ncdoj.gov/law-enforcement-training/criminal-justice/forms-and-publications/#112-wpfd-in-service>. The form is called "Mandatory In-Service Attendance Roster."

- b) The training must be taught by a Commission-certified general instructor or professional lecturer at a minimum, except for instructors:
  - i. Delivering CPR certifications that include cognitive and skills testing;
  - ii. Delivering use of equipment training conducted by a manufacturer, manufacturer's representative or a service provider and documented through a certificate of completion; or
  - iii. Delivering Incident Command System training for NIMS (National Incident Management System) compliance who are certified through FEMA (Federal Emergency Management Agency) as Incident Command Instructors.
- c) Instructors must use the mandated lesson plan for required in-service topics;
- d) If the topic requires testing, the instructor must ensure students successfully complete tests developed by the delivering agency or as written by the NC Justice Academy;

- e) The training provider should issue a certificate containing the appropriate number of credits to the officer; and,
- f) The training provider should also keep test results and a master copy of each test administered.

**29. *What is the minimum score to pass an end of course test?***

A minimum score of 70% is required to pass the end of course test.

**30. *What action must be taken if a student fails the required end of course test?***

If a student fails required testing, they should receive remediation and must be given one retest. If the retest is failed, the student will be required to repeat the training in its entirety including end of course testing.

If a student fails the on-line training retest, the student will be required to complete the training in its entirety in a traditional classroom environment with end of course testing.

**31. *What is the requirement if I elect to develop my own end of course test?***

The test must include the following:

- a) All courses requiring testing must have a written test with 5 questions per credit. Courses that are more than 4 hours in length are required to do a MINIMUM of 20 test questions. The tests created as part of the lesson plans, written by the North Carolina Justice Academy, may be used or the training provider may create their own test.
- b) Scenario-based questions are recommended but not required.
- c)
- d) A minimum score of 70% is required to pass the required test.

**32. *Will officers be tested as part of the in-service requirement?***

Written tests are now required for each block of instruction taught with the exception of the following:

- a) In-Service Firearms Training and Qualification;
- b) CPR certifications that include cognitive and skills testing;
- c) Use of equipment training (Taser ®, Stop Stick ®, ASP ®, etc.) conducted by a manufacturer, manufacturer's representative or a service provider and

documented through a certificate of completion; and

- d) Incident Command System training for NIMS (National Incident Management System) compliance, delivered by an instructor certified through FEMA as Incident Command Instructors.

**33. *What are the requirements for the lead instructor to follow when administering a required test?***

Instructors should comply with the following:

- a) Students are prohibited from collaborating with each other when answering test questions.
- b) Individual student learning must be evaluated and documented immediately following training. (Take home testing is not allowed for traditional classroom delivery.)
- c) Instructors may allow students to use authorized course materials during testing. However, instructors should consider the amount of material being delivered and its cognitive value before deciding to allow “open book / open notes” testing.

**34. *Do instructors who conduct the required in-service training have to complete the required test prior to providing instruction?***

**Traditional Classroom:**

Instructors must pass a written test on course materials requiring testing PRIOR to teaching a block of instruction. In order for the officer who is teaching to receive credit towards their own in-service requirement/credit, documentation that verifies passing the written test and includes their name on the course roster as the instructor should be on record with the training provider. Note: Instructor testing is available on-line via the NCJA in-service page.

**Online Training:**

Instructors must take the course and pass the test in order to satisfy their own in-service training requirement and to administer the course in an on-line format.

**35. *Can Bloodborne Pathogens be taken as a generic or an online course?***

The use of a generic or on-line BBP training program is **not** recommended. The effectiveness of the BBP training course is enhanced by instructor/student interaction.

The requirement in the Bloodborne Pathogens (BBP) Standard, 29 CFR 1910.1030, to provide training lies with the employer of employees who have occupational exposure to blood and other potentially infectious materials. Because the training required by paragraph (g)(2) to be provided initially (i.e., at the time of initial assignment to duties with occupational exposure) and annually, must also include agency site-specific elements such as the location and content of the agencies exposure control plan – (g)(2)(vii)(D) and the procedures to follow in the event of an exposure incident – (g)(2)(vii)(K)), the use of a generic or on-line training program in bloodborne pathogens may not satisfy all of the training requirements of the standard.

The Bloodborne Pathogens standard at 1910.1030(g)(2)(vii)(N) requires employee training to provide an opportunity for interactive questions and answers with the person conducting the training. On-line or traditional training without direct access to a knowledgeable agency representative who can answer specific agency questions that arise during training does not fulfill this requirement and is in violation of the standard.

**36. *Does training at law enforcement conferences count towards the in-service training requirement?***

Conferences may present any of the annual topics, provided that state-mandated lesson plans are taught by a certified general instructor or a professional lecturer as required by the topic area. Any other topics that are taught could be counted as a “Department Topic of Choice” topic. The training must be conducted in accordance with current Administrative Code, documented by a roster and a written test

**37. *Does the training site (range, SCAT room, classroom) for mandated in-service training have to be accredited by the Commission?***

No.

**38. *Will all officers, regardless of assignment or status, receive the same training?***

The lesson plans for "Required In-service Training Topics," as published by the North Carolina Justice Academy shall be applied as a minimum for all officers. Training providers can target and enhance a lesson plan to meet the needs of differing types and levels of officers. For example, Legal Update will cover the most important statutory and case law that is relevant for every officer in the state. A legal advisor wishing to deliver the

legal block may desire to address legal issues pertinent to their specific agency. In this instance, agency issues may be addressed in addition to legal material that will be provided by the Justice Academy's lesson plan.

**39. *What counts towards the annual firearms qualification requirement of four credits?***

The four credits of firearms training are not limited to one session. It can include all firearms training in which an officer participates throughout the year including class instruction, practice, qualification, and remediation.

**40. *The NCJA Firearms Training and Qualification lesson plan now requires a day and night combat/encounter course of fire. Can you offer any additional clarification on this requirement?***

When conducting the portion of the lesson plan on the day and night combat/encounter course of fire, there should be some type of "decision-making shooting" component. This shooting requirement could include live fire range courses, simulator training, force-on-force training and stress-induced training. Officers must demonstrate the ability to pass a day and night "decision-making shooting" course of fire. The officer will have three attempts within a given day per course of fire to successfully complete these requirements. Should an officer fail to successfully pass a combat/encounter course of fire, the course of fire must be modified before another attempt is made. Officers will not be allowed to simply re-try the same combat/encounter course of fire.

**41. *Can electronic signatures be used on the Firearms Qualification Record (F-9A) sections II and IV?***

Yes. Electronic signatures for Sections II and IV are allowed only for forms completed for officers certified under the Criminal Justice Education & Training Standards Commission.

Reminders:

- Page 2 of the form requires individual hand signatures attesting to firearms range qualification scores.
- Signature stamps are not allowed – anywhere on the form.
- The Sheriffs' Education and Training Standards Commission does not approve the use of electronic signatures. Officers certified under the Sheriffs' Education and Training Standards Commission will continue to use individual hand signatures throughout Form F-9A.

## **Certification**

**42. *When will new probationary officers need to complete in-service training?***

If an officer holds Probationary Certification on December 31 of the current calendar year, he/she is NOT required to complete the mandated in-service training. New officers hired

during the calendar year in which they have successfully completed a BLET delivery and been issued Probationary Certification are deemed by the Commission to have, with the exception of the Firearms Training and Qualification Course, satisfied the mandated in-service training for that calendar year. New officers who completed the BLET course from an outside source, such as a community college or another department, using a different weapon than the one issued by their department, are required to complete their department's full Firearms Training and Qualification Course to qualify for probationary certification. Correspondingly, an officer completing their own department's BLET course has satisfied the firearms and all other in-service requirements for that calendar year.

**43. *When will lateral transfers (with General Certifications) need to complete the in-service training?***

If an officer has separated from an agency with less than a 12-month break in law enforcement service and is later employed as a law enforcement officer during the same calendar year, the officer shall have completed all of the in-service training topics as specified in 12 NCAC 09E.0102 by the end of that same calendar year. Upon notification that such officer has failed to meet all of the requirements for in-service training as specified in 12 NCAC 09E.0102, the law enforcement officer's certification shall be suspended.

**44. *What happens if an officer has an extended illness, suffers an accident, or is called up for active military service?***

The Commission has authorized the Director of the Criminal Justice Standards Division to grant temporary waivers to those officers who fail to complete the in-service training due to illness, accident, military leave, or other legitimate reasons. The officer's Chief of Police shall submit the Form F-9B (Report of Non-Compliance) along with the agency's end of the year report form (F-9) requesting a waiver. Supporting documentation such as military orders, DD214, or medical documentation, should also be submitted. The agency will receive a written response from the Director of the Standards Division.

**45. *What if the officer fails to complete his/her training in 2019 and is suspended by the Commission? If the officer completes the 2019 training in 2020 in order to be re-instated, does that training suffice for the 2020 calendar year training requirement?***

Upon notification from an agency head that a law enforcement officer who has been continuously employed with an agency during the 12 month calendar year (i.e., Jan.1, 2019/Dec. 31, 2019) has failed to meet the requirements for in-service training, the officer's certification shall be suspended. In order to have that suspension lifted, the officer must submit evidence to the Commission staff that he/she has completed all of the in-service training topics as specified in the rules. There is no provision in the Commission's rules which exempts an officer from completing the in-service training for 2020, so the "make-up" training for 2019 will not suffice for the new.

**46. *What about an officer who also holds certification under the Sheriffs' Commission as a deputy sheriff?***

The topical areas (categorized as “law enforcement”) for deputy sheriffs and police are identical. Therefore, an individual who completes the in-service training as prescribed by the Criminal Justice Education & Training Standards Commission will also meet the Sheriffs' Commission's in-service training criteria.

**47. *Is an individual who holds certification in an “inactive” status under the Sheriffs’ Commission as a deputy sheriff allowed to lateral transfer to the Criminal Justice Commission?***

In order to qualify for a lateral transfer to the Criminal Justice Commission, deputies who have been certified in an “inactive” status with the Sheriffs’ Commission must complete annual MIST requirements (excluding firearms training) during the calendar year for each calendar year that they were in an “inactive” status. Any year the deputy was in an “inactive” status and does not complete their MIST during the calendar year the MIST was required will be classified as a break in service by the Criminal Justice Commission.

A deputy sheriff who is certified in an “active” status with the Sheriffs’ Commission and is later changed to an “inactive” status and is determined to have a break in service of more than one year and less than three years will have to complete partial basic law enforcement training (BLET) as identified by the training evaluation conducted by the Criminal Justice Commission. Deputies determined to have a break in service of more than three years will be required to complete the BLET program in its entirety and pass the state comprehensive written examination in order to become certified with the Criminal Justice Commission. If an “inactive” deputy is also classified as an “active” detention officer, and/or telecommunicator and has completed MIST annually for one of those positions, they will not be treated as having a break in service.

## **IN-SERVICE TRAINING COORDINATOR**

**48. *What are the requirements to be eligible to receive the designation of an In-Service Training Coordinator?***

The In-Service Training Coordinator shall meet the following criteria:

- a) Have four years of practical experience as a criminal justice officer or as an administrator or specialist in a field directly related to the criminal justice system.
- b) Hold General Instructor certification.
- c) Have successfully participated in the "Coordinating In-service Training Course" for the purpose of familiarization with the trainee and instructor evaluation.
- d) Submit a request form to the Criminal Justice Standards Division.



**49. *What are the requirements of the In-Service Training Coordinator?***

According to NCAC 09E.0109, an In-service Training Coordinator shall:

- a) Administer the delivery of the In-service Training course curriculum.
- b) Select and schedule instructors.
- c) Ensure that each instructor utilizes a current Commission-approved lesson plan.
- d) Monitor, or designate a certified instructor to monitor the presentations of instructors during course deliveries and prepare a written evaluation on their performance and suitability for subsequent instructional assignments.
- e) Maintain records of all in-service training received by the agency's officers to include, at a minimum:
  - i. Course title
  - ii. Delivery credits of course
  - iii. Course delivery dates
  - iv. Names and addresses of instructors utilized for each topic
  - v. A roster of enrolled trainees documenting class attendance
  - vi. Test results from in-service training

**50. *Does my agency have to appoint someone as the In-Service Training Coordinator?***

No. This position is available for those agencies that conduct in-service training in-house and primarily use instructors from their agency. If your agency out-sources in-service training to the community colleges or other agencies, then you do not need someone designated as an In-service Training Coordinator.

**51. *As the In-Service Training Coordinator, who can I use to deliver my agency's in-service training?***

In-service Training Coordinators may use any Certified Commission instructor in the delivery of in-service training. Those instructors teaching any of the specialized topics as outlined in 12 NCAC 09B.0304 must possess the appropriate specialized certification.

**52. *If my agency has an In-Service Training Coordinator, who may attend our in-service training?***

The in-service training will be primarily for the In-service Training Coordinator's agency. With approval from the agency head, the In-service Training Coordinator may invite certified law enforcement officers from other agencies to attend the in-service training.

**53. *Does the In-Service Training Coordinator have to attend the “Coordinating In-Service Training” Course on an annual basis to stay current?***

No. There is no additional required training for the in-service training coordinator at this time.

**54. *If our agency currently has an In-Service Training Coordinator designated/approved by Criminal Justice Standards, may we still send additional training staff to the “Coordinating In-Service Training” course for informational purposes and have a back-up readily available should an agency decide to make application to change coordinators?***

Yes.

**55. *May an agency have more than one In-Service Training Coordinator designated/approved By Criminal Justice Standards?***

Yes.

**56. *May a community college employee attend the “Coordinating In-Service Training” course?***

Yes. In-Service Training Coordinator (ITC) is an official designation outlined in North Carolina Administrative Code, and it applies only to designated employees of local law enforcement agencies. Community colleges may have personnel designated by the college to manage in-service training in partnership with local agencies, but the official ITC designation/authority outlined in code does not apply to these college-employed personnel.

**57. *How do I apply to be an In-Service Training Coordinator?***

The individual who has been selected by his/her agency head must complete an Application for In-service Training Coordinator form and submit the form to the Criminal Justice Standards Division for approval, with documentation of completion of the Coordinating In-Service Training course.

